DEPARTMENT OF PUBLIC INSTRUCTION

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION IN MYSORE, P. B. No. 49, BANGALORE.

(COMMERCIAL SECTION).

Notification No. D. 44—56-57, dated 28th November 1956.

No. C1. 3977-15—56-57. Applications for admission to the Examination of 1957 should be submitted on printed forms which will be supplied on requisition to the Secretary, Commercial Examinations Board, New Public Offices, Bangalore, after 1st December 1956. Requisitions for forms should reach the Secretary at least a fortnight before the latest date prescribed for sending in the applications for admission to the Examination. The Secretary will not be responsible for non-receipt of forms owing to the requisitions being sent too late or to miscarriage of letters in post being on account of incorrect and incomplete address, etc. The Examination will be held in the month of April 1957.

2 Fees as shown in Appendix III of the Revised Rules and Syllabi, copies of which are sold in the Government Central Book Depot, Bangalore, at four and half annas a copy, should be credited into a Mysore Government Treasury in time for sending in the Applications by REGISTERED POST, so as to reach the Secretary, Commercial Examinations Board, *on or before the 5th January 1957 after which date Applications will not be received.*

3 Candidates should pay their application fees into a Government Treasury and send the application forms with the Treasury Receipt and seal thereon, on or before the specified date. No cash remittances will be accepted.

4 All columns in the forms of applications should be carefully and accurately filled up. The enclosures mentioned in Column No. 5 in the application should invariably be attached to the application for admission to the Examination. Applications found defective in any respect will be rejected and returned to the party and requests for refund of fees on the ground that the applications were rejected, will not be entertained.

NOTE:—1. If a candidate has lost the pass Certificate granted to him by the Commercial Examinations Board, he should pay into any of the Mysore Government Treasuries a fee of Re 1 and send the Treasury Receipt to the Secretary, Commercial Examinations Board, with information on the undermentioned points and details of circumstances in which the original certificate was lost and get a duplicate.

(a) Name of the Examination passed ... .
(b) Register No. and the year of passing the Examination. .....
(c) Centre of examination taken by him. .....
(d) Father's name ... ...
(e) School from which he passed if he was a school candidate. .....

2. Applications for issue of a duplicate pass certificate should be sent so as to reach the Secretary, Commercial Examinations Board, Bangalore, not later than 31st December 1956 to ensure its issue in time for use by the candidate. The Secretary may refuse to issue the duplicate certificate if he is not satisfied as to the genuine nature of the request, in that event the fee paid will not be refunded.

3. The Heads of Commercial Schools sending up candidates for the Commercial Examinations of 1957, are requested to see that either the original pass certificate or the duplicates thereof which should form enclosures to the application of candidates (as required in Cols V and IX) are obtained by the candidates, not later than 20th December 1956. The candidates should under no circumstances be allowed to send their applications for duplicates of passed certificates or the Treasury challans as enclosure to applications for candidature.

5 No candidate who has not passed the Junior Examination will be permitted to appear for the Senior Grade and those who have not passed the Senior Grade Examination will not be permitted to appear for the Proficiency Grade Examination in Shorthand and Typewriting. But candidates who have passed the S.S.L.C. Examination and have been declared eligible for University Course or candidates who have passed any University Examination are eligible for admission to the Senior Course in any recognised institution in subjects other than Shorthand and Typewriting without passing the corresponding Junior Examination.

6 The fees once paid into the Treasury for admission to the Commercial Examinations, shall on no account be refunded.

7 The Heads of Commercial Institutions sending up candidates for the Mysore Government Commercial Examinations are requested to send the applications as per Instructions issued to them.

8 A consolidated list of candidates who are deficient in attendance calculated up to 15th January 1956 should be sent not later than the end of January 1956, in the prescribed form which will be supplied by the Secretary with the recommendations, if any, of the Head of the Institution.

9 It is of utmost importance that the Heads of Institutions should not only advise the candidates to give their correct date of birth, *i.e.*, day, month and year, but also reconcile the dates given in the application forms with those in the Admission Register of the School. The candidates should be made to give only their fathers' (whether living or not) names and not their guardians' names.

10 *Private candidature.*—The following classes of candidates are allowed to appear by private study :—

(1) Candidates who have appeared and failed in a particular subject and grade provided they have not joined any institution.
(2) Candidates who have put in an attendance of two complete terms continuously in a recognised institution and produce the necessary attendance certificates.
(3) Candidates who are graduates of any recognised University provided they apply for such permission within the 31st October.
(4) Candidates who are wholetime employees of Government Offices or Institutions, Local Bodies and Business Houses and who have put in a service of at least two years provided they apply within 31st October for such permission through the Heads of their Offices together with a certificate to the effect that the nature of their employment is such that it does not admit of attendance at a recognised institute and that their conduct and progress in the subject or subjects in which they wish to be examined justify their appearance as private candidates.
(5) Candidates who have completed S.S.L.C. Course are permitted to appear for the Senior Grade Typewriting if they have passed the Junior Grade in that subject.

11 The admission tickets of candidates who appear for the Commercial Examination of 1957 BY PRIVATE STUDY will be sent direct to the candidates concerned by ordinary post to the address furnished by them in their applications for admission to the examination about fifteen days prior to the date of the commencement of the examination. Private candidates are therefore advised to enter postal address clearly and correctly in their application forms affixing sufficient postage stamps to cover postage. The Examination Office cannot undertake to note the change in the addresses intimated after the applications are sent in, and it will not be responsible for non-delivery of admission tickets, etc., sent to the candidates concerned, in consequence of the incompleteness, inaccuracy or change of postal address furnished by them.

12 The Commercial Examinations will be held *in all subjects and in all the grades in Bangalore Fort and Central High School, R.B.A.N.M's. High School, Civil Station, Bangalore, Mandya, Mysore, Davanagere Chitaldrug, Tumkur, Robertsonpet, Shimoga, Hassan, Chikmagalur and Bellary.* Oral and Practical Examination in Typewriting will be held in all the three grades immediately after the theory examinations are over.

13 It should be clearly understood that the provisions in this Memo do not in any sense supersede the detailed notifications relating to the Commercial Examinations and that the provision in the detailed notifications should be fully satisfied before any candidate is registered for the Examinations.

C. NARASIMHA MOORTY,
Director.

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